



# Client Enrichment Series

Welcome to today's presentation on:

## *Overtime Utilities*

**the presentation will start at 10 am Pacific Time**

### **Please mute your phones**

You have the ability to send questions to the meeting host through the chat window. The presenter will answer as many of the questions as possible at the end of the presentation. All questions will be captured, and answers sent to all participants within 2 weeks.

**If there are multiple attendees at your location, please indicate your city and the number in your group in the chat window (i.e. San Francisco – 3)**



# Client Enrichment Series

## *Overtime Utilities*

Hosted by: Jackie Suen, Regional Account Manager,  
GSA Region 9

Presented by: James Policano, Overtime Utilities Specialist,  
Office of Facilities Management and Services Programs,  
GSA Central Office



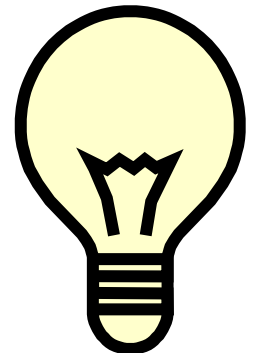
**GSA Public Buildings Service**

# Topics

- Basics of Overtime Utilities
- Overtime Utility Estimating
- From Request to Payment
- Size of Overtime Utilities Program
- Reducing Energy Consumption

# What is Standard Level of Service?

- Standard Level of Service
  - The standard level of service covered by GSA Rent is comparable to those furnished in commercial practice.



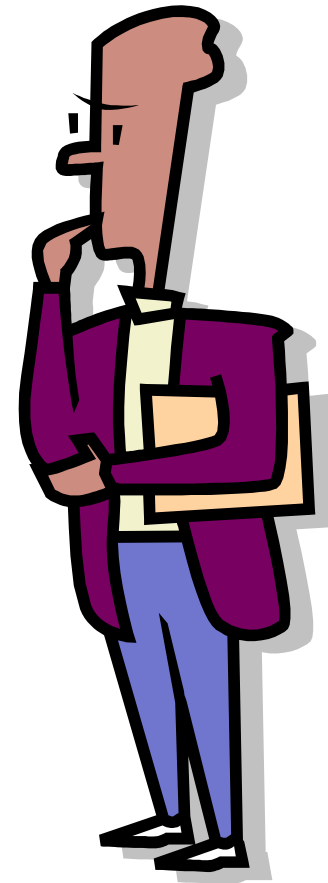
# Standard Level of Service

## How is the Standard Level of Service Factored into Rent?

- Federal Space
  - Operating Expenses from Appraisal
- Leased Space
  - Pass-thru of Operating Expenses in Lease

# What is not Standard Level of Service?

**Above  
Standard  
Services**



# What if I operate 24 hours?

- Typical Office Space
- Above Standard Space (Computer Rooms, Labs)

# What if I Only Need a Few Extra Hours Per Week?



- All hours beyond the one-shift operation of 10 hours, (Monday through Friday, excluding Federal Holidays) are reimbursable to GSA.



# Incidental usage

- An individual employee comes in on a Saturday for a few hours or comes in early or stays late on a normal Monday through Friday workday. What Do I Do?

# Frequently Asked Questions

- If GSA Installs Special Equipment to Support Agency Program, Do I Have to Pay for Its Maintenance?
- Answer: Yes

# Frequently Asked Questions

- If GSA pays to move or install my customer program equipment, must I maintain it?
  - Answer: Yes
- May I use or install electrical appliances without GSA's approval?
  - Answer: No

# Frequently Asked Questions

- What is the typical annual Overtime Utility (OU) estimate and Reimbursable Work Authorization (RWA) time frame?
  - Send in your annual OU requests by **June 1<sup>st</sup>**
  - Annual OU estimates are entered into the system by **July 1<sup>st</sup>**
  - Send the OU estimates to the agencies by **August 1<sup>st</sup>**
  - Agency sends back the signed RWA to GSA by **Oct 15<sup>th</sup>**

# Frequently Asked Questions

- What happens if I don't have an RWA in place by Oct 15<sup>th</sup>?
  - We start the escalation process
  - Second letter gets sent out
  - It's an augmentation of funds



**So....**

**Any services beyond the standard hours or service levels are:**

**Overtime Utilities**

# The Overtime Utilities Process

**Before Rendering  
the Service, We  
Estimate the Cost  
of the Service  
Requested**



# The Overtime Utilities Estimate

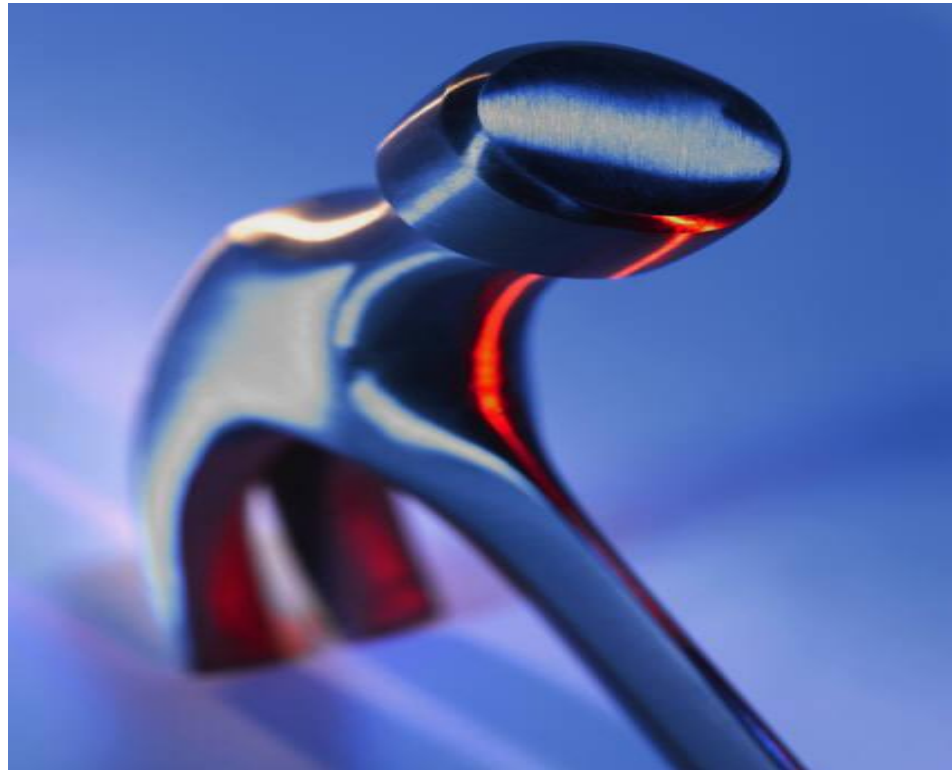


- What is an Overtime Utilities Estimate?




# The Overtime Utilities Estimate

**WE HAVE A TOOL!!**



# Tool - History

- **Through Early 2000's**
  - Estimating done by GSA Property Managers based on a variety of methods.
- **Mid 2000's Through FY2008**
  - Estimates completed using a standard Excel template.
- **Since FY2009**



# Overtime Utilities Estimating Tool (OUET) Overview

# OUET - Basic Information

BASIC INFORMATION		
<u>Est. Tracking No.:</u> <b>OUNY152512205013</b>		<u>Estimate Status:</u> <b>Approved</b>
Estimate Total: \$126,670.39		Creation Date: <b>07/23/2012</b>
*Estimated Start: <b>10/01/2012</b>	Estimated End: <b>09/30/2013</b>	Fiscal Year: <b>2013</b>
Land Point Of Entry(LPOE)?: <input checked="" type="radio"/> No <input type="radio"/> Yes	Data Center/Server Room?: <input checked="" type="radio"/> No <input type="radio"/> Yes	
*Primary Worksite (Building) No:		
Primary WorkSite (Building) Name:		
Address :		
City :		
Zip Code :		
* <u>Requesting Agency Bureau Code:</u>		
<u>Requesting Agency Bureau Name:</u>		
*RWA Type: <b>R</b>	*PBS Organization Code: <b>P0225300</b>	
<u>RWA Number:</u>	*Office Symbol: <b>2PSBB</b>	
<u>Estimate Label:</u> <b>Child Estimate</b>		

# OUET – Fuel Costs

OVERTIME UTILITY ESTIMATE								
FUEL COSTS								FUNCTION CODE
% Occupied <small>(% of building occupied by Agency)</small>	Total Fuel Cost <small>(use link if data is not known) <a href="#">EUAS</a></small>	Number Of Months <small>(when costs were incurred)</small>	Type Of Utility	Escalation <small>(from utility or historic data)</small>	Per Hour Fuel Cost <small>(for this year)</small>	Number Of Hours <small>(from section above)</small>	Override Hours <small>(enter here to override above hours)</small>	Total Cost <small>(per utility)</small>
1.63%		12	STEAM		\$0.00	2557.0		\$0.00
1.63%	\$1,912.00	12	OIL		\$0.22	2557.0		\$9.07
1.63%		12	CHILLED WATER		\$0.00	2557.0		\$0.00
1.63%	\$369,509.34	12	GAS		\$42.18	2557.0		\$1,753.33
<b>TOTAL COST FOR FUEL</b>								<b>\$1,762.40</b>
Sub-Metered Utilities	Units	Quantity	Unit Cost	Comments		Total Cost		
PURCHASED CHILLED WATER						\$0.00		
PURCHASED STEAM						\$0.00		
PURCHASED HOT WATER						\$0.00		
ELECTRIC						\$0.00		
<b>TOTAL COST FOR SUB-METERED UTILITIES</b>								<b>\$0.00</b>
<b>CONDENSER WATER CONSUMPTION</b>				Price per Gallon \$0.0066	<b>Calculator</b> To convert cubic feet of water to gallons, enter the cubic feet of water in the box to the right		Cubic Feet <input type="text"/>	Gallons <input type="text"/>
Evaporation Rate	Load	Tons	Gallons Evaporated	Blowdown Gallons / Ton	Total Blowdown Gallons	# Of Hours	Override Hours	Total Cost
1.6	25.00%	770	308.00	0.03	5.78	815.0		\$1,687.80
<input type="button" value="Proceed &gt;&gt;&gt;"/>								

FUNCTION CODE COST BREAKDOWN	
Continuing Resolution	\$0.00
Miscellaneous	\$0.00
PGA11 Janitorial	\$0.00
PGA31 Gas	\$1,753.33
PGA32 Water	\$1,687.80
PGA33 Electric	\$118,536.31
PGA34 Steam	\$0.00
PGA36 Oil	\$9.07
PGA37 Chilled Water	\$0.00
PGA42/ PGA47 Mechanical	\$4,583.89
PG981 Overhead (recurring)	\$100.00
PG982 Overhead (non-recurring)	\$0.00
<b>TOTAL</b>	<b>\$126,670.39</b>

# OUET – Maintenance Feeder

## MAINTENANCE FEEDER

### INDIVIDUAL EQUIPMENT ITEMS

PM	Description	Equipment Number	Agency	Building	For Cooling	For Heating	Annual Standard	Size	Unit	*Conversion Rate	*Load	*RunTime	Total KW	
A-11	CELL EXHAUST FANS	F10, 11	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	4.50	2.24	KW	1.0000	50%	100%	1.12	
B-2	BOILER	B1	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	40	22.50	KW	1.0000	50%	100%	11.25	
A-7	COMP AC UNIT	USMS COMP1	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	36	12.00	KW	1.0000	50%	100%	6.00	
A-7	AC unit 2	ac2	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	3	5.00	Tons	1.2000	50%	100%	3.00	
A-7	AC unit 3	ac3	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	3	5.00	Tons	1.2000	50%	100%	3.00	
A-7	AC unit 1	AC1	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	3	7.50	Tons	1.2000	50%	100%	4.50	
P-4	HEATING PUMPS	HWP-1, 4	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	6.50	33.50	KW	1.0000	50%	100%	16.75	
P-4	CONDENSER WATER PUMPS	CWP-1, 2	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	6.50	130.50	KW	1.0000	50%	100%	65.25	

# OUET – Equipment Costs

## EQUIPMENT COSTS

### HVAC Equipment

Equipment	Season	Total KW	# of Hrs	Cost Per KW	Total Cost
Air Handlers,Pumps,Towers,Chillers,Package Units	Cooling	66.37	815.00	\$0.2119	\$11,462.00
Air Handlers,Pumps,Towers,Chillers,Package Units	Heating	29.12	1742.00	\$0.2119	\$10,749.06

Equipment	Run time	Load	Total KW for All	Override Hours	Total KW	# of Hrs	Cost Per KW	Total Cost
Other Electrical	100%	75%	0.00	0.00	0.00	2557.00	\$0.2119	\$0.00

### Lighting,outlets

Equipment	Total SQFT	Override SQFT	AVG KW per SQFT	Override Hours	# of Hrs	Cost per KW	Total Cost
Lighting,Outlets	10000		0.0025	1742.00	2557.00	\$0.2119	\$9,228.25

### Labor

Hrs. for Mechanical	Hrs. For Agency A	Hrs. For Agency B	Hrly. Price for Mechanical	Hrly. Price for Janitorial	Hrs. for Janitorial	Mechanical Supplies	Janitorial Supplies	Total Cost
			\$65.32					\$0.00

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# OUET – Additional Program Equipment

## OVERTIME UTILITY ESTIMATE

### Additional Program Equipment

Equipment	<a href="#">RunTime</a>	<a href="#">Load</a>	Total KW	# Of Hours	<a href="#">CostPerKW</a>	Total Cost	
Computer Equipment	100%	100%	15.12	8760	\$0.0686	\$9,086.15	
	100%	75%	0.00	0	\$0.0686	0.00	
	100%	75%	0.00	0	\$0.0686	0.00	
	100%	75%	0.00	0	\$0.0686	0.00	
<b>Total Cost for additional program equipment:</b>						<b>\$9,086.15</b>	

Proceed >>>

### FUNCTION CODE

#### FUNCTION CODE COST BREAKDOWN

	Continuing Resolution	\$0.00
	Miscellaneous	\$0.00
PGA11	Janitorial	\$0.00
PGA31	Gas	\$0.00
PGA32	Water	\$0.00
PGA33	Electric	\$25,938.54
PGA34	Steam	\$0.00
PGA36	Oil	\$0.00
PGA37	Chilled Water	\$41,663.31
PGA42/ PGA47	Mechanical	\$1,217.06
PG981	Overhead (recurring)	\$100.00
PG982	Overhead (non-recurring)	\$0.00
	<b>TOTAL</b>	<b>\$68,918.91</b>



# OUET – Cost Summary

## COST SUMMARY

FUEL COST AND SUBMETERED UTILITIES	\$1,762.40
CONDENSER WATER CONSUMPTION	\$1,687.80
HVAC EQUIPMENT COST	\$22,211.06
ADDITIONAL PROGRAM EQUIPMENT	\$87,097.00
LIGHTING, OUTLETS	\$9,228.25
MECHANIC & JANITORIAL LABOR	\$0.00
PASS THROUGH FACILITY COST	\$0.00
EQUIPMENT MAINTENANCE FOR BUILDING EQUIPMENT	\$1,644.49
EQUIPMENT MAINTENANCE FOR AGENCY EQUIPMENT	\$2,939.40
CONTINUING RESOLUTION	\$0.00
<u>MISCELLANEOUS COST</u>	\$0.00
<u>OVERHEAD FEE</u>	\$100.00
<b>TOTAL FIXED PRICE ESTIMATE FOR OVERTIME UTILITY REQUEST</b>	<b>\$126,670.39</b>
<b>TOTAL COST PER HOUR</b>	<b>\$49.50</b>

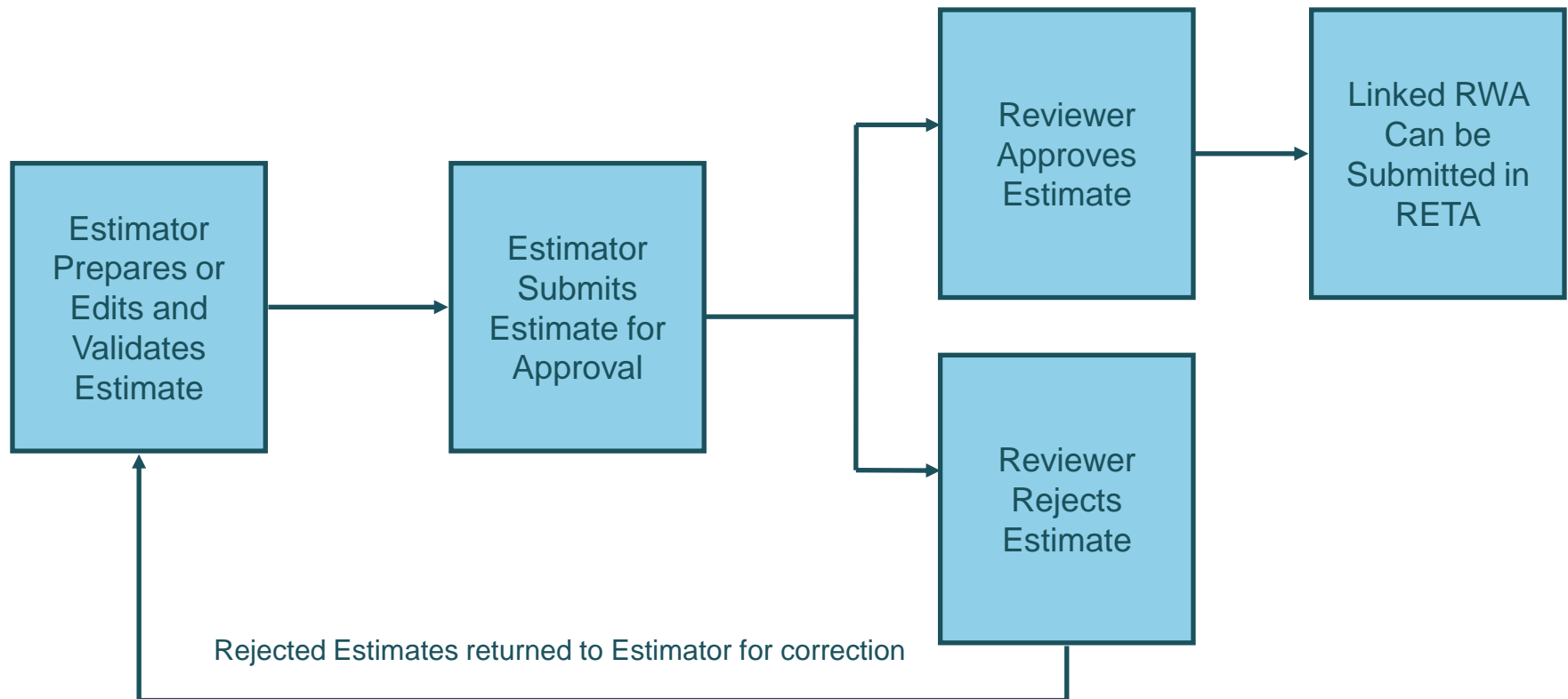
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# OUET – Estimate

I. BASIC INFORMATION		FUNCTION CODE COST BREAKDOWN		
Estimate Tracking Number	OUNY152512205013 (Child Estimate)			
Requesting Agency (AB Code)				
RWA Number			Continuing Resolution	\$0.00
Dates	10/1/2012 ---- 9/30/2013		Miscellaneous	\$0.00
Building name		PGA11	Janitorial	\$0.00
Building #		PGA31	Gas	\$1,753.33
Border Station Building #	No	PGA32	Water	\$1,687.80
Address		PGA33	Electric	\$118,536.31
Data Center/Server Room	No	PGA34	Steam	\$0.00
Total BLDG Rentable SQFT	615162	PGA36	Oil	\$9.07
OT Square Footage Used	10000	PGA37	Chilled Water	\$0.00
Hourly Rate for Mechanics	\$65.32	PGA42/PGA47	Mechanical	\$4,583.89
Number Of Agencies Sharing Use (Default is 1)	1	PG981	Overhead (recurring)	\$100.00
Projected KWH AND KW Cost/Hr (usage and demand rates)	USAGE RATE	DEMAND RATE	PG982	Overhead (non-recurring)
	\$0.2119	\$0.00		\$0.00
			TOTAL	\$126,670.39
COST SUMMARY				
FUEL COST AND SUBMETERED UTILITIES				\$1,762.40
CONDENSER WATER CONSUMPTION				\$1,687.80
HVAC EQUIPMENT COSTS				\$22,211.06
ADDITIONAL PROGRAM EQUIPMENT				\$87,097.00
LIGHTING, OUTLETS				\$9,228.25
MECHANIC & JANITORIAL LABOR				\$0.00
PASS THROUGH FACILITY COST				\$0.00
EQUIPMENT MAINTENANCE FOR BUILDING EQUIPMENT				\$1,644.49
EQUIPMENT MAINTENANCE FOR AGENCY EQUIPMENT				\$2,939.40
CONTINUING RESOLUTION				\$0.00
MISCELLANEOUS COST				\$0.00
OVERHEAD FEE				\$100.00
<b>TOTAL FIXED PRICE ESTIMATE FOR OVERTIME UTILITY REQUEST</b>				<b>\$126,670.39</b>



# OU Estimate Quality Control



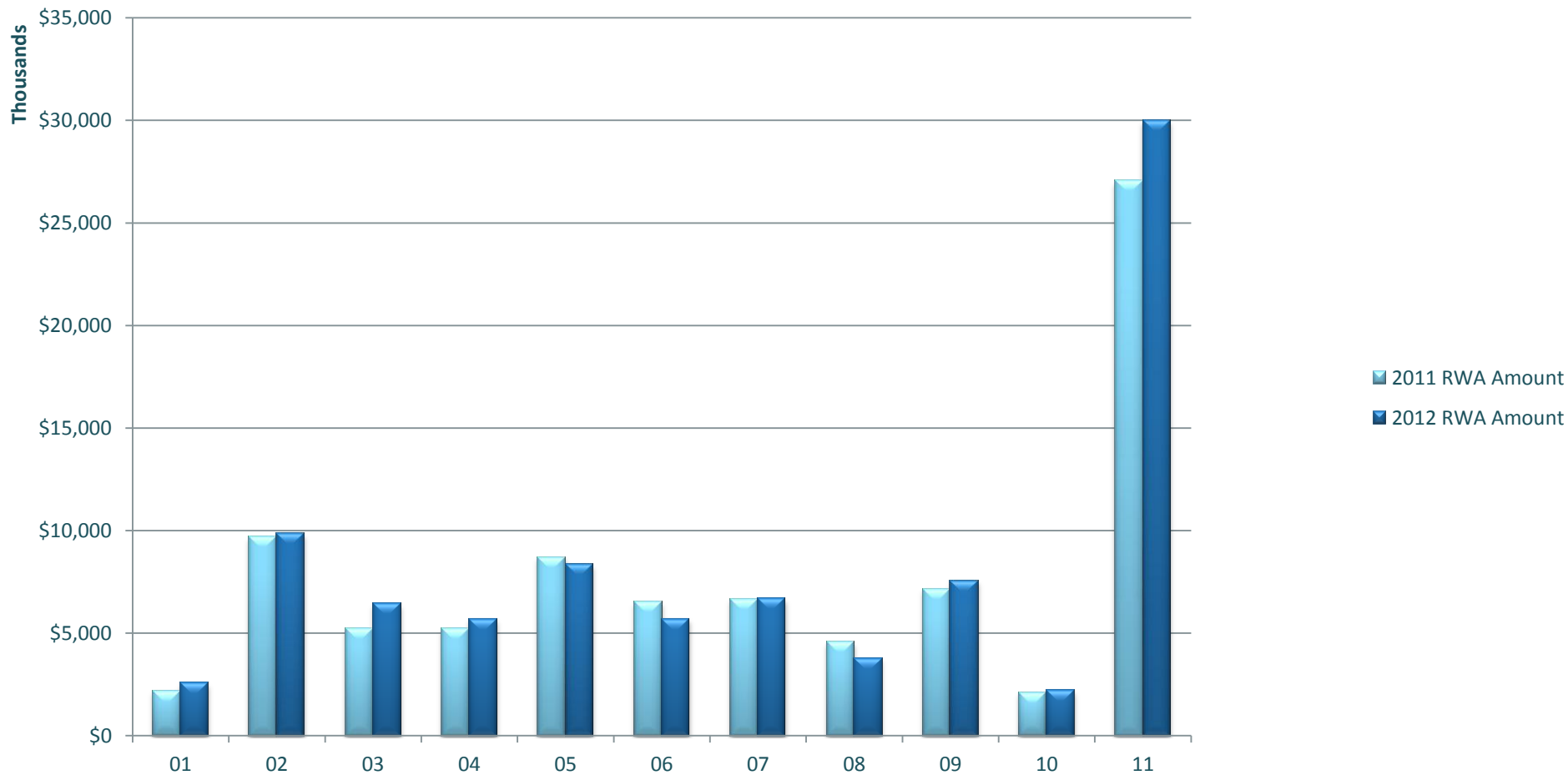
# How Do You Pay for Overtime Utilities?

- Through an RWA
  - An RWA is an agreement between the GSA and a customer where PBS agrees to provide material and services and the customer agency agrees to reimburse GSA's costs.
- Through an Occupancy Agreement (OA)
  - Reimbursable services can be setup on OAs.

# How Much Do You Use By GSA Region?



# Overtime Utilities – Nationwide glance



# Overtime Utilities – Nationwide glance

	2011		2012	
Region	RWA Count	RWA Amount	RWA Count	RWA Amount
01	136	\$2,185,451	164	\$2,570,189
02	188	\$9,692,976	168	\$9,851,720
03	186	\$5,207,265	216	\$6,431,589
04	321	\$5,222,843	349	\$5,699,930
05	314	\$8,702,080	316	\$8,358,771
06	172	\$6,513,476	189	\$5,699,119
07	300	\$6,668,583	318	\$6,683,411
08	157	\$4,568,239	156	\$3,788,368
09	329	\$7,139,697	323	\$7,574,656
10	122	\$2,111,676	139	\$2,207,386
11	167	\$27,036,606	158	\$30,011,569
<b>Grand Total</b>	<b>2,392</b>	<b>\$85,048,893</b>	<b>2,496</b>	<b>\$88,876,707</b>

# What Can You Do to Save Money and Energy?





# Energy Saving Ideas

- Install Area Specific HVAC Systems
- Reduce Hours
- Combine Data Centers
- Smart Buildings
- Check Temp Set Points in Data Centers and Office Space

# Questions?

# Contacts

- Property Manager
- Region Account Managers (RAMs)
  - Jacqueline Suen
  - Regional Account Manager
  - GSA Region 9
  - 415 522 3615 office
  - 415 559 9699 mobile
  - [Jacqueline.Suen@gsa.gov](mailto:Jacqueline.Suen@gsa.gov)